



Winston H. Hickox
Agency Secretary

Air Resources Board

Alan C. Lloyd, Ph.D.
Chairman

1001 I Street • P.O. Box 2815 • Sacramento, California 95812 • www.arb.ca.gov



Gray Davis
Governor

MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: April 4, 2001

SUBJECT: SAFETY MEETING IDEAS -- APRIL 2001

Suggested issues to discuss during your next meeting are:

1. Emergency Team Members

Do you know who the emergency team members are in your area and facility? That information should be posted around the office. Be sure you know who's in charge during an emergency, who to go to when you need first aid treatment and who is currently certified to administer CPR. That information should be on the Emergency Team Member list.

2. Telephone Use During Emergencies

You should not use telephones during an emergency unless you are the first one to report it. Keep the lines available for emergency personnel and for communicating with staff in the building or work site. During bomb threats cell phones should never be used on or near the area where the bomb is suspected. If the general bomb location is unknown, all cell phone use should be curtailed.

3. Be Prepared for An Earthquake

April is Earthquake Preparedness Month, please read the backside of this page regarding duck, cover and hold procedures. It could save your life! There is more helpful information regarding preparing for an earthquake available from the Office of Emergency Services on the ARB Inside Page

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

The energy challenge facing California is real. Every Californian needs to take immediate action to reduce energy consumption. For a list of simple ways you can reduce demand and cut your energy costs, see our Website: <http://www.arb.ca.gov>.

California Environmental Protection Agency

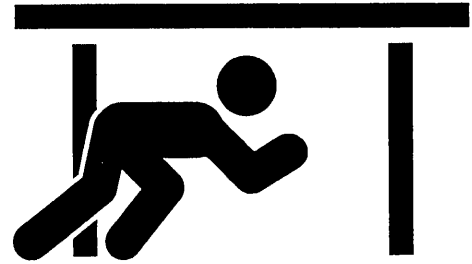
Earthquake: Duck, Cover & Hold

No matter where you are, know how to protect yourself and your family during an earthquake. Practice taking cover as if there were an earthquake and learn the safest places in your home and work. Practice getting out of your home and check to see if the planned exits are clear and if they can become blocked in an earthquake. Practice turning off your electricity and water. Know how to turn off the gas, but do not practice this step. In the event of an earthquake, once you turn off your gas, only your utility company should turn it back on for safety reasons.

Tips

- When in a **HIGH-RISE BUILDING**, move against an interior wall if you are not near a desk or table. Protect your head and neck with your arms. Do not use the elevators.
- When **OUTDOORS**, move to a clear area away from trees, signs, buildings, or downed electrical wires and poles.
- When on a **SIDEWALK NEAR BUILDINGS**, duck into a doorway to protect yourself from falling bricks, glass, plaster and other debris.
- When **DRIVING**, pull over to the side of the road and stop. Avoid overpasses and power lines. Stay inside your vehicle until the shaking stops.
- When in a **CROWDED STORE OR OTHER PUBLIC PLACE**, move away from display shelves containing objects that could fall. Do not rush for the exit.
- When in a **STADIUM OR THEATER**, stay in your seat, get below the level of the back of the seat and cover your head and neck with your arms.

Duck



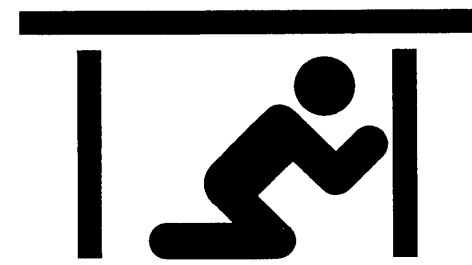
DUCK or DROP down on the floor.

Cover



Take COVER under a sturdy desk, table or other furniture. If that is not possible, seek cover against an interior wall and protect your head and neck with your arms. Avoid danger spots near windows, hanging objects, mirrors or tall furniture.

Hold



If you take cover under a sturdy piece of furniture, HOLD on to it and be prepared to move with it. Hold the position until the ground stops shaking and it is safe to move.

**Ready
To Ride It Out?**